



# Flathead County

## Planning & Zoning

1035 1<sup>st</sup> Ave W, Kalispell, MT 59901  
Telephone 406.751.8200 Fax 406.751.8210

### **FINAL PLAT APPLICATION**

*Submit this application, all required information, and appropriate fee (see current fee schedule) to the Planning & Zoning office at the address listed above.*

**FEE ATTACHED \$** \_\_\_\_\_

**SUBDIVISION NAME:** \_\_\_\_\_

**OWNER(S) OF RECORD:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**TECHNICAL/PROFESSIONAL PARTICIPANT(S):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Date of Preliminary Plat Approval:** \_\_\_\_\_

**Preliminary Plat FCPZ File #:** \_\_\_\_\_

**Name of Preliminary Plat:** \_\_\_\_\_

**Type of Subdivision:** Residential \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_ PUD \_\_\_\_\_ Other \_\_\_\_\_

No. of Lots Proposed \_\_\_\_\_ Parkland (ac.) \_\_\_\_\_

Land in Project (ac.) \_\_\_\_\_ Cash-in-Lieu \$ \_\_\_\_\_

**Legal Description:** S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ Exempt \_\_\_\_\_

**All applicable items required by Appendix E: Contents of the Final Plat of the Flathead County Subdivision Regulations must be submitted with the application for final plat.**

Attached      Not Applicable  
**(MUST CHECK ONE)**

_____	_____	MT DEQ Certification & Health Department Certification ( <i>Original</i> )
_____	_____	Title Report ( <i>Original, not more than 90 days old</i> )
_____	_____	Tax Certification ( <i>Property taxes must be paid</i> )
_____	_____	Consent(s) to Plat ( <i>Originals and notarized</i> )

_____	_____	Subdivision Improvements Agreement ( <i>Attach collateral</i> )
_____	_____	Parkland Cash-in-Lieu ( <i>include Check payable to Flathead County</i> )
_____	_____	Maintenance Agreement
_____	_____	Copies of any deed restrictions relating to public improvements
_____	_____	Copies of Articles of Incorporation & Bylaws for any Property Owner's Assoc.
_____	_____	Road User's/Road Maintenance Agreement
_____	_____	Approach Permit(s) ( <i>when a new road accesses onto state highway only</i> )
_____	_____	Certification by Fire District/local fire control authority ( <i>high/extreme areas only</i> )
_____	_____	<b>Plats: 2- "24 X 36" mylars (or 1-"24 X 36" mylar and 1-"24 X 36" opaque)</b>
		<b>1- "24 X 36" paper copy</b>
		<b>1 - "11 X 17" paper copy</b>

The plats must be signed by all owners of record, the surveyor, and examining land surveyor.

**A cover letter that lists each condition of preliminary plat approval and individually states how each condition has specifically been met, MUST be included upon submitting the final plat application.** In cases where documentation is required, such as an engineer's certification, State Department of Health certification, etc., original letters shall be submitted. Blanket statements stating, for example, "all improvements are in place" are not acceptable.

A complete final plat application for a **major** subdivision must be submitted no less than **45 working days** prior to expiration date of the preliminary plat.

A complete final plat application for a **minor** subdivision must be submitted no less than **30 working days** prior to expiration date of the preliminary plat.

When all application materials are submitted, and the staff finds the application is complete, staff will submit a report to the governing body. Incomplete submittals will not be accepted and will not be forwarded to the governing body for approval. Changes to the approved preliminary plat may necessitate reconsideration by the Planning Board.

*I certify that all information submitted is true, accurate and complete. I understand that incomplete information will not be accepted and that false information will delay the application and may invalidate any approval. The signing of this application signifies approval for FCPZ staff to be present on the property for routine monitoring and inspection during the approval and development process.*

\_\_\_\_\_  
Owner(s) Signature

\_\_\_\_\_  
Date

**\*\*NOTE: Please be advised that the County Clerk & Recorder requests that all subdivision final plat applications be accompanied with a digital copy.**

A digital copy of the final plat in a Drawing Interchange File (DXF) format or an AutoCAD file format, consisting of the following layers:

1. Exterior boundary of subdivision
2. Lot or park boundaries
3. Easements
4. Roads or rights-of-way
5. A tie to either an existing subdivision corner or a corner of the public land survey system